

Professional and Managerial Branch
Water Utilities Administration Group
General Administration Series

E.P.W.U. COLONIAS AND BORDER PROJECTS MANAGER

10/98(SAC)

Summary

Under general direction, plan, develop, and administer comprehensive water and wastewater projects funded by multiple federal and state agencies to serve areas beyond the City's corporate limit including seeking funding and promotions strategies.

Typical Duties

Plan, develop and coordinate out-of-city water and wastewater services to serve residents who live outside the corporate limits of the City of El Paso. Involves: participating in cooperative international water and wastewater development along the U.S./ Mexico border by liaising with local, state and federal officials from the U.S. and Mexico on issues related to the North America Free Trade Agreement (NAFTA) and Integrated Border Environmental Plan (IBEP); assisting in development of the Utility's master plan for water and wastewater service extension including the acquisition of water rights and the development of rates for out-of-city services and water and wastewater charges; administering out-of-city water and wastewater supply and extension contracts and special accounting procedures; recommending expenditures and coordinating new service

Identify and pursue funding from governmental and private funding sources and perform complex cost control functions to support projects and to ensure that City residents do not subsidize efforts to extend utilities. Involves: developing applications for federal, state and local funds for construction of water and wastewater facilities and the extension of water and wastewater services including preparation of technical reports, facility plans, requests for qualifications, and requests for proposals; meeting with consultants, elected officials, other water district officials and managers of related state and federal agencies such as the Texas Water Development Boards (TWDB) and Economically Distressed Area Program (EDAP) to request funding; evaluating and monitoring current and proposed project budgets to control expenditures and to maximize program impact.

Provide technical oversight and manage highly complex projects involving research, design & assessment of water and wastewater structures, systems and components. Involves: performing cost estimating and project scheduling at all projects levels to ensure that construction projects are built within the allotted time frame and budget; coordinating with consultants, operating division, engineering division, state and federal regulatory agencies, and contractors on construction and projects change order; preparing periodic status reports to oversight commissions regarding projects, budgets, contracts and problems encountered; ensuring projects satisfy environmental and public health regulations and comply with applicable permits and state or federal funding requirements.

Provide information about extension of water and wastewater services. Involves: arranging for public meetings and hearings with residents of colonias, area water district managers and local, state and federal officials; establishing contact with neighborhood groups, community activists, government officials and representatives of the private sector to promote extension of services; making presentation to varied audiences and meeting with local media to provide interviews related to on-going projects; answering questions regarding extension of service and investigating and preparing responses to complaints; preparing and issuing press releases to U.S. and Mexican media.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standard of conduct, work attendance, and safe working practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform professional duties as required. Involves: performing any duties of subordinates, if necessary, to maintain continuity of operations during temporary absences.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Engineering or related field and eight (8) years of progressively responsible experience in water and wastewater engineering, including two (2) years managing projects fully or partially funded by State or Federal grants and two (2) years supervision: or and equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles, practices and techniques of water and wastewater planning. Considerable knowledge of: the economic, social and environmental needs of an international urban community: research and project planning; the development of short and long range plans;

public works grant acquisition; water and wastewater project management and related contract negotiation; local, state and federal laws and regulations regarding water and wastewater planning. Good knowledge of basic engineering involved in the design and operation of water and wastewater systems. Some knowledge of Mexican laws and government.

Ability to plan, develop and implement utility construction projects; understand, interpret, write and negotiate specifications, grant proposals, and contracts; interpret an extensive array of technical instruction dealing with numerous concrete and abstract considerations; employ logic or scientific principles to define problems, collect data, establish facts, comprehend consequences of situations and draw valid conclusion; analyze and provide summary of issues related to pending legislation affecting utility; perform statistical analysis and maintain records; apply mathematical operations to such tasks as linear, rational and exponential algebraic functions, probability and statistical inference; establish and maintain effective working relationships with fellow employees, officials, and the general public; communicate effectively, both orally and in writing to compose articles, presentation scripts, speeches, reports and letters covering a wide range of technical subject matter within deadlines; provide professional advice for use in strategic decision making by department head.

Skill in the safe use and care of personal computer or network work station, including word processing, database and spreadsheet software program and geographic information (GIS) and computer-aided drafting and design (CADD) systems.

Licenses and Certificates: Registration as a Professional Engineer in the State of Texas or professional registration in another state and have the ability to receive a Texas registration within one (1) year of date of hire; Texas Class "C" Driver's license or equivalent issued by another state.

Director of Personnel

Department Head

OFFICIAL